

CITY OF BRANSON - POSITION DESCRIPTION

BUILDING INSPECTOR



Grade: 19C
FLSA Status: Non-Exempt
Department: Planning & Development

POSITION SUMMARY

The Building Inspector is responsible for inspecting all phases in all disciplines (building, structural, mechanical, plumbing and electrical) of construction progress for code compliance. To assist on an "as needed" basis in the fields of code enforcement, business license review, plans check/review, general office duties and public relations as a representative of the City of Branson.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following. Other duties may be assigned.

1. Performs the full range of building inspections and minor plan reviews including technically complex structures and specialty inspections in property maintenance, sign, electrical, plumbing, mechanical, accessibility or other disciplines and including final inspection for occupancy.
2. Field checks construction documents to verify construction project is in compliance with the approved plans and all adopted Building Codes.
3. Reads and interprets construction plans, engineering and architectural drawings and maps.
4. Inspects new construction, including renovation and repair work for quality, materials and workmanship and ensures that all work complies with specifications, ordinances and City Codes.
5. Performs building, electrical, plumbing, mechanical, and sign inspections to ensure that all work complies with specifications, ordinances, codes and city standards.
6. Clearly communicates to property owners, contractors and the general public; explain and interpret requirements and restrictions of adopted codes and ordinances related to commercial and residential construction.
7. Maintains files, work logs and reports regarding code enforcement, inspection activities and findings on all projects.

KNOWLEDGE, SKILLS, AND ABILITIES

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities.*

Knowledge of applicable codes, regulations and ordinances.

Knowledge of principles, procedures, materials and standard practices of building construction.

Knowledge of basic math as applied to building construction.

Knowledge of the equipment and material installation techniques used in the construction industry.

Skill in reading and interpreting plans and specifications and in performing mathematical calculations and computations.

Ability to learn adopted codes and ordinances including currently adopted Building Codes, Zoning Ordinance and Property Maintenance Code.

Ability to interpret and apply pertinent federal, state and local laws, codes and regulations.

Ability to determine if construction systems conform to City code requirements.

Ability to apply technical knowledge and follow proper inspection techniques to examine workmanship.

Ability to read, interpret and understand construction plans, blueprints, specifications, diagrams, codes, regulations, ordinances and technical documents.

Ability to determine accurately the quality and type of material used in construction.

Ability to identify specific code, regulation or ordinance deficiencies in plans and structures.

Ability to perceive physical and spatial relationships.

Ability to establish and maintain effective working relationships with associates, employees of private organizations and the general public.

Ability to maintain accurate records and documents of work performed.

Ability to communicate (in English) clearly and effectively both orally and in writing and to prepare oral and written reports.

PHYSICAL DEMANDS

The physical demands and working environment, which follow, is representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to walk, stand, twist, squat and bend; hold and grip objects; reach with hands and arms to both ground level and overhead; use hands to finger, handle or feel; talk and hear. The employee must be able to lift, carry, push, pull, drag and/or move a minimum of twenty-five (25) pounds. The employee is occasionally required to climb, and must not be afraid of working in places off the ground. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this position, the employee is primarily outdoors. The noise level in the work environment is usually low to moderate.

EXPERIENCE, EDUCATION, AND TRAINING

High School diploma or GED equivalent.

Graduation from an accredited technical school program is preferred.

Three years experience in the construction field.

LICENSING/CERTIFICATION

Must possess (or obtain within one year of hire) a minimum of one of the following inspection certifications at time of hire: International Code Council (ICC) Building, ICC Plumbing, ICC Electrical, ICC Residential, or ICC Mechanical. Certification must be current and maintained during term of employment.

Additional licenses or certifications may be required for this position.

MISCELLANEOUS REQUIREMENTS

Must possess and maintain a valid Missouri Motor Vehicle Operator's license.

Must possess a high degree of integrity, strong work ethic, and ability to work with minimal supervision.